

Notice/Motion to Sell Free and Clear of Liens (LBF 760.5)

- STEP 1.** Click on **Bankruptcy** on the ECF Main Menu Bar.
- STEP 2.** Click on **Notices**.
- STEP 3.** The **Case Number** screen displays.
- ☐ Insert the case number using the YY-NNNNN format.
 - ☐ Click **Next**.
- STEP 4.** Confirm the debtor(s) name and case number are correct.
- ☐ Click **Next**.
- STEP 5.** Select **Notice/Motion to Sell Free and Clear of Liens (LBF 760.5)** from the event list.
- ☐ Select the party filer.
 - ☐ Click **Next**.
- STEP 6.** **Certificate of Service Included?** question displays.
- ☐ Accept the default of **n** unless this document was served prior to filing it with the Court. If it has already been served, change to **y**.
 - ☐ Insert the **Hearing Date:**, **Hearing Time:**, and indicate **AM** or **PM** as appropriate by clicking on the radio button which corresponds.
 - ☐ Select the correct location for the hearing by using the drop down list.
 - ☐ Click **Next**.
- STEP 7.** Click **Browse** to select the appropriate PDF to attach.
- ☐ Click **Next**.
- STEP 8.** The **Docket Text: Modify as Appropriate** screen displays.

- ☐ Use the drop-down list to select any additional information that may be required to complete the docket text or leave blank.
- ☐ Click **Next**.

STEP 9. The **Docket Text: Final Text** screen displays.

- ☐ Confirm the docket text is correct.
- ☐ Click **Next**.

STEP 10. The **Notice of Electronic Filing** screen displays.